Achievement in Montana (AIM)
Data Collection Schedule 2018-2019 School Year

Start Date	End Date	Collection	Action Needed	❖ **AIM Collection User Guides** ✓ **AIM Collection Checklists** o **AIM Upload Templates** *(for MT Edition Users)*
8/15/18	10/1/18	*Beginning of Year: Verification*	➢ Verify calendars, terms, grade levels. ➢ Verify there is a 2018-19 enrollment record for each student. ➢ Modify enrollments for summer transfers and end status for re-enrolled/non-returning students. ➢ Assign/locate state ID for new students. ➢ Complete data entry for summer graduates and 2017-18 dropouts and verify the data. ➢ Verify ADA and ESSA attendance totals are entered for every enrollment record in 2017-18.	❖ **Beginning of Year Verification Guide** ❖ **End of Year Process Guide** ❖ **Graduate Cohort & Dropout Verif. & Certif. Guide (under development)** ✓ **Beginning of Year Verification Checklist** ✓ **End of Year Process Checklist** ✓ **Attendance Totals Checklist (under development)** ✓ **Graduate Cohort & Dropout Checklist** o **Student Demographic Template** o **Student Enrollment Template** o **End of Year Attendance Totals Template**
9/4/18	10/12/18	*Previous Year: Graduate, Cohort and Dropout Verification and Certification*	✓ Review and certify 2017-18 counts for Graduates, Cohorts and Dropouts starting on **10/1/18** (Fall Count Date).	❖ **Graduate Cohort & Dropout Verif. & Certif. Guide (under development)** ✓ **Graduate Cohort & Dropout Checklist**
9/14/18	11/17/18	*Special Education: Child Count*	✓ Verify accuracy of data for students receiving Special Education services as of **10/1/18.** ✓ Ensure completed IEPs and ERs are locked and Exit Dates & Exit Reasons are current. Confirm correct Child Count list by **11/10/18**.	❖ **Contact your local Special Education Director for assistance.**
10/1/18	12/31/18	*Fall: CTE* (Career and Technical Education)	✓ Enter date contacted and post grad status for each CTE concentrator who graduated in spring 2018.	❖ **Fall CTE Guide** ✓ **Fall CTE Checklist** o **CTE Template**
10/1/18	10/12/18	*Fall: Enrollment Count* **NEW!**	✓ Fall Count Date - Enter or calculate aggregate hours/absences and verify enrollment data for all students, including MT Youth ChalleNGe, Job Corps and MTDA students, enrolled on **10/1/18**. ✓ Verify Race data (used in MAEFAIRS American Indian Student Achievement Gap payment). ✓ Import AIM enrollment data into MAEFAIRS (for ANB funding). ✓ NAEP Selected Schools Only: Verify 4th, 8th, & 12th grade enrollment data for extraction from AIM.	❖ **Fall Enrollment Count Guide** ❖ **AIM & MAEFAIRS Verification Guide** ❖ **MT Programs-Job Corps & MTDA** ❖ **MT Programs-MT Youth ChalleNGe** ✓ **Fall Enrollment Count Checklist** o **Fall Enrollment Count Template**
10/1/18	10/29/18	*Fall Program Participation*	✓ Verify FRAM (free/reduced meal status), EL (English Learner, formerly LEP), Immigrant, Homeless, Gifted & Talented, 21st Century, Title I, Military Connected and other program counts. ✓ Verify that completed Special Education ERs and IEPs are locked.	❖ **Program Participation Collection Guide** ❖ **Program Participation Verification Guide** ✓ **Program Participation Checklist** o **Student Demographic Template** o **Student Enrollment Template** o **Program Participation Template** o **EL Template** o **FRAM Import Template**

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10/26/18	10/26/18	*EL (English Learner) Testing Labels*	➢ Data is extracted from AIM and uploaded test vendor. (EL Test window is **12/5/18 to 1/30/19**)	o **Student Demographic Template** o **Student Enrollment Template** o **Program Participation Template** o **EL Template**
12/3/18	12/31/18	*Winter NAEP Enrollment Verification* **NEW!**	➢ NAEP Selected Schools Only: Verify 4th, 8th, & 12th grade enrollment data for extraction from AIM on **1/7/19**.	❖ **NAEP Information**
12/3/18	01/4/19	*MPDG (MT Preschool Development Grant) Annual Performance Report*	➢ MPDG Count Date – Enter and verify enrollment data for all MPDG students, enrolled on **12/3/18**. Verify aggregate hours for all enrollments. ➢ Identify/verify **EL (English Learner, formerly LEP), Homeless and Military Connected status for all MPDG students.** ➢ Annual Performance Report data collected for the MT Preschool Development Grant.	❖ **MPDG – Montana Preschool Development Grant User Guide**
1/2/19	1/18/19	*Assessment Registration:* *» CRT Science: Registration data for students in grades 4, 8, & 10 will be uploaded to test vendor* *» Alternate (MSAA & CRT Science Alt): Registration data will be uploaded to test vendor (MSAA Grades 3-8 and Grade 11; CRT Science Alt Grades 4, 8, and 10).* *» Smarter Balanced ELA and Math: Registration data for students in grades 3-8 will be extracted 1/25/19 and uploaded to test vendor.* *» ACT: Initial registration data will be uploaded to test vendor for students in grade 11.*	➢ Enter/modify enrollment records for students who have entered or exited. ➢ Modify enrollments to reflect semester grade level changes. ➢ Verify enrollment data for data to be extracted from AIM. ➢ Verify Statewide Assessment Section of the locked IEP is marked appropriately to register students needing the alternate assessment. ➢ Students must be entered into AIM prior to **1/25/19** when initial registration data is uploaded to test vendors. The OPI will continue to send updated files to the test vendor.	❖ **Assessment Registration Guide** ❖ **Assessment Registration Checklist** o **Student Demographic Template** o **Student Enrollment Template**
2/4/19	2/8/19	*Spring: Enrollment Count*	➢ Spring Count Date – Enter or calculate aggregate hours and verify enrollment data for all students, including MT Youth ChalleNGe, Job Corps and MTDA students, enrolled on **2/4/19**. ➢ Import AIM enrollment data into MAEFAIRS (for ANB funding).	❖ **Spring Enrollment Count Guide** ❖ **AIM & MAEFAIRS Guide** ❖ **MT Programs-Job Corps & MTDA** ❖ **MT Programs-MT Youth ChalleNGe** ✓ **Spring Enrollment Count Checklist** o **Student Demographic Template** o **Student Enrollment Template** o **Spring Enrollment Count Template**
3/1/19	4/30/19	*Spring: CTE (Career and Technical Education)*	➢ Identify and enter 12th grade CTE Concentrators and mark an Area of Concentration for each.	❖ **Spring CTE Guide** ✓ **Spring CTE Checklist** o **CTE Template**

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Start Date	End Date	Event	Action Needed	❖ AIM Collection User Guides ✓ AIM Collection Checklists ○ AIM Upload Templates *(for MT Edition Users)*
3/19/19	4/2/2019	*Test Window (TW): Enrollment Count*	➢ Test Window (TW) Count Date – Enter or calculate aggregate hours/absences and verify enrollment data for all students, including MT Youth ChalleNGe, Job Corps and MTDA students, enrolled on **3/19/19.**	❖ **TW Enrollment Count Guide** ❖ **MT Programs-Job Corps & MTDA** ❖ **MT Programs-MT Youth ChalleNGe** ✓ **TW Enrollment Count Checklist** ○ **TW Enrollment Count Template**
3/19/19	4/9/2019	*Test Window: Program Participation*	➢ Verify enrollment records for students who have entered or exited. ➢ Verify meal status (FRAM), EL (English Learner, formerly LEP), Immigrant, Homeless, Gifted and Talented, 21st Century, Title I, Military Connected and other program counts. ➢ Student data must be accurate as of test window count date **3/19/19**. ➢ Verify that completed Special Education ERs and IEPs are locked. ➢ Verify Behavior data is entered in preparation for end of year reporting.	❖ **Program Participation Collection Guide** ❖ **Program Participation Verification Guide** ✓ **Program Participation Checklist** ○ **Student Demographic Template** ○ **Student Enrollment Template** ○ **Program Participation Template** ○ **EL Template** ○ **FRAM Import Template**
5/1/19	8/15/19	*Special Education: Exiting*	➢ Verify accuracy of data for students receiving special education services in your district at the beginning of school but not receiving services in your district by **6/30/19**. Ensure completed IEPs and ERs are locked and SPED Exit Dates and Exit Reasons are current. Confirm correct Exiting list by **8/15/19**.	❖ **Contact your local Special Education Director for assistance.**
5/6/19	6/14/19	*End of Year: Enrollment Process*	➢ Create 2019-20 calendars and roll students forward. ➢ End all 2018-19 enrollments, including MT Youth ChalleNGe, Job Corps and MTDA students. ➢ Complete 2018-19 graduate data.	❖ **End of Year Enrollment Process Guide** ❖ **End of Year Enrolment Process Checklist** ○ **Student Demographic Template** ○ **Student Enrollment Template**
5/6/19	6/14/19	*End of Year: Program Participation*	➢ Verify FRAM (free/reduced meal status), EL (English Learner, formerly LEP), Immigrant, Homeless, Gifted & Talented, 21st Century, Title I, Military Connected data and other program counts for 2018-19. ➢ Verify that completed Special Education evaluations and IEPs are locked. ➢ Verify Behavior data is entered in preparation for end of year reporting.	❖ **Program Participation Collection Guide** ❖ **Program Participation Verification Guide** ✓ **Program Participation Checklist** ○ **Student Demographic Template** ○ **Student Enrollment Template** ○ **Program Participation Template** ○ **EL Template** ○ **FRAM Import Template**
5/15/19	6/30/19	*End of Year: Behavior Reporting*	➢ Verify and Certify Behavior Report for 2018-19.	❖ **See Behavior Guides on AIM User Guides website.**
6/3/19	6/21/19	*End of Year: Attendance Totals Collection (Formerly Average Daily Attendance (ADA) Collection)*	➢ After last day of school, enter or calculate ADA #Days Present, ADA #Days Enrolled and ESSA #Days Absent for each enrollment in 2018-19.	❖ **End of Year Attendance Totals Guide (under development)** ✓ **End of Year Attendance Totals Checklist (under development)** ○ **End of Year Attendance Totals Template**

**Questions? – Contact the AIM Help Desk at 1-877-424-6681
or 406-444-3800 or Email opiaimhelp@mt.gov**